



DEPUTY WATER UTILITIES MANAGER – OPERATIONS

Purpose:

To actively support and uphold the City's stated mission and values. To plan, direct and review the activities and operations of the Water Utilities Department - Operations Division. To coordinate assigned activities with other city departments and outside agencies; and to provide highly responsible and complex administrative assistance to the Department Manager.

Supervision Received and Exercised:

Receives general direction from the Water Utilities Department Manager or from other management staff.

Exercises direct supervision over professional, technical, skilled crafts and clerical staff.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Manage, evaluate and coordinate the functions and activities of the Environmental section including environmental compliance, industrial waste and laboratory services.
- Manage, evaluate and coordinate the functions and activities of the Water Treatment Plants and Reclamation Plant.
- Manage, evaluate and coordinate the functions and activities of the Field Operations Section.
- Develop, plan, and implement department and division goals and objectives; recommend and administer policies and procedures.

Effective February 2000

Revised September 2001

Revised July 2002 Range Changed

Revised September 2005 (responsibilities changes, training and guideline changes (eliminate PE requirement))

CITY OF TEMPE

Deputy Water Utilities Manager - Operations (continued)

- Coordinate department and division activities with those of other departments as well as outside agencies and organizations; provide staff assistance to the Department Manager, prepare and present staff reports and other necessary correspondence.
- Participate in the development of the department and division's work plan; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.
- Serve as technical advisor to the City Manager and City Council on projects related to assigned divisions; develop and prepare recommendations and technical reports related to utilities operations, infrastructure management, environmental issues, or other matters for both the City Council and City departments.
- Provide administrative support to the Department Manager, assist with special projects as assigned; prepare complex and sensitive reports for State and Federal regulatory agencies; negotiate on behalf of the City.
- Develop and review staff reports related to capital improvements and Water Utilities matters; present reports to a variety of commissions, committees, boards and the City Council.
- Participate on a variety of boards and commissions; attend and participate in professional groups and committees; meet with and advise individual property owners and community associations on Water Utilities Department policies and projects.
- Provide complex technical and administrative support to the City Manager, City Council, and other departments on public and private development issues as related to Water Utilities; direct special projects and research as assigned.
- Confer with engineers, regulatory agencies, other municipalities and the general public in acquiring information and coordinating Water Utilities matters.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Participate in long-range Water Utilities planning to ensure infrastructure viability.
- Select, train, motivate and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; solicit meaningful feedback from Division employees on policies and procedures; implement discipline and termination procedures.

Effective February 2000

Revised September 2001

Revised July 2002 Range Changed

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CITY OF TEMPE
Deputy Water Utilities Manager - Operations (continued)

- Perform related duties as assigned.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible experience in water utilities operations, maintenance, infrastructure management, or environmental programs including three years of administrative and supervisory responsibility.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major coursework in civil engineering, biology, chemistry, water or wastewater treatment, public administration or a related field.

Licenses/Certifications:

May require possession of, or ability to obtain, an appropriate, valid Arizona driver's license.

The possession of, or ability to obtain within 12 months of hire, a Level II ADEQ certification in water and wastewater treatment, water distribution, *and* wastewater collection.

This position is unclassified, which means the employee or the City can terminate the employment relationship at any time, for any or no reason, with or without cause or notice.

Job Code: 8641

FLSA: Exempt